

**BOARD RULE 1.30**  
**VIRTUAL MEETINGS**

**(1) DEFINITION**

A virtual meeting occurs when a quorum of the Board or its committees, regardless of location, use video and audio technology to conduct a meeting by means that allow them to share information and data in real time without being physically located together.

**(2) PRESENCE IN VIRTUAL MEETINGS**

(a) A quorum of the Board or any of its committees may meet virtually (digitally) when situations arise that make it dangerous for members to assemble in one place. Such situations may include:

1. natural disaster;
2. regional or national emergency;
3. a public health emergency as declared by local health officials or the state or federal government;
4. civil unrest.

(b) Should the roll call determine that a quorum of the Board or committee is not able to participate remotely, the only action that may be taken is to adjourn.

(c) Should a quorum of the body be unable to maintain its connection to the meeting, the meeting must be adjourned.

(d) Should the means by which the public may access and monitor an open session of the meeting become unavailable, the meeting must be adjourned.

**(3) Conducting a Virtual Meeting**

(a) No virtual meeting shall be conducted unless it has been properly noticed, in accordance with applicable state statutes and Board Rules.

(b) The parliamentary procedures as set forth in the latest revised edition of *Robert's Rules of Order* shall govern the proceedings of the Board, except where superseded by state or federal law or by Board Rule. Board members shall have the same rights and privileges as they would in an in-person meeting.

(c) Voting by proxy shall not be allowed.

(d) The platform used to conduct a virtual meeting must

1. enable the public to view and monitor any part of the meeting occurring open session;  
and
2. enable the Chair and Board Clerk to confirm the identity of members who are participating remotely.

(e) Platforms, such as texting or instant-messaging, that do not enable both the participants and the public to view and to monitor the meeting may not be used.

**(4) CLOSED SESSIONS IN A VIRTUAL MEETING**

(1) The Board may convene a virtual closed session only in instances of emergency in which it is in the best interest of the district to do so.

a. After a motion has been made and seconded to conduct a closed session, but before the roll call vote has been taken, each member shall be polled to affirm that he/she has taken precautions to ensure that

1. the closed session is not being recorded; and
2. no one but the member can hear or access the discussions or other confidential information.

b. Members of the Board may take the responses to the poll into account in determining whether to vote in affirmation of conducting a closed session virtually. The virtual format of a closed session shall not negate the need to maintain confidentiality.

(2) The Board may not convene a virtual closed session without a quorum of the Board participating in the virtual meeting. Should the body lose its quorum while a closed session is in progress, the session must adjourn.